



HUMAN RESOURCES COORDINATOR

An opportunity is available to work as a Human Resources Coordinator within the Regional Human Resources Office at the U.S. Embassy, Canberra.

Salary: A\$76,846 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of secondary school (HSC or High School diploma) is required. At least 2 years additional coursework (through university studies) or certification (through occupational training facilities) in Human Resources or Business is required.
2. Four years progressively responsible experience in the human resources field is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. General knowledge of local labor laws as it pertains to all areas of employment is required.
5. Must have well developed computer skills with an ability to use Microsoft Office applications is required.
6. Demonstrated organizational skills and the ability to prioritize work is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **October 2, 2015**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

POSITION TITLE: HUMAN RESOURCES COORDINATOR	POSITION GRADE LE- 8 (STARTING SALARY A\$76,846)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Serves as a Human Resources Coordinator with the primary responsibility for the full range of HR practices, guidance, and implementation of the Locally Employed (LE) Staff HR Program for Canberra. Develops and maintains templates and standard operating procedures for the LE Staff Program. Coordinates RHRO statistics, Metrics and CMI information.

Major Duties and Responsibilities

1. LE Program Coordination - Canberra 50%
2. Position Management 10%
3. Local Intern Program 10%
4. CMI, Metrics and Statistics 15%
5. Quality Management – Templates and Standard Operating Procedures 5%
6. Back-up to A54201 and assistant back up to A54201 5%
7. Back for A54004 - ORE 5%

1. LE Program Coordination - Canberra 50%

Performs full range of HR duties in support of Embassy Canberra to include recruitment, appointment, benefits coordination, worker's compensation, performance evaluation, and separation.

a. Recruitment

Incumbent prepares vacancy announcements, placement of advertisements, receipt of applications, screening of applicants, and scheduling of tests/interviews. Serves as member of the Post Employment Committee. Provides technical guidance on selection procedures. Drafts hiring approvals, letters of offer, checks references and guides applicants through the medical and security clearance process.

Ensures all paperwork is completed and submitted to facilitate the appointment process. Prepares appropriate documentation using Post Personnel database. Establishes Service Computation dates for LE Staff. Maintains centralized personnel files.

Briefs new LE Staff in Canberra on full range of employment conditions and benefits including probationary period, eligibility for within-grade-increases and promotions, evaluation reports, annual/sick leave accrual, holidays, superannuation, tax obligations, leave loading, worker's compensation, time and attendance, and arranges for security briefing. Provides orientation in accordance with post policy.

b. LE Staff Worker's Compensation

Responsible for administering Worker's Compensation program for Canberra. Upon receipt of an injury notification, notifies insurer within 48 hours. Liaises with injured employee to ensure relevant forms and supporting documentation are completed and submitted to the insurance company in a timely manner. If appointed by the insurance company, works with rehabilitation provider and position supervisor to ensure injured employee returns to full duties as quickly as possible in accordance with medical guidelines. Submits wage reimbursement requests to insurance company. Maintains contact with both injured employee and insurance company to ensure the timely closure of claims. Maintains all relevant files and reference documentation. Keeps abreast of changes to local worker's compensation legislation.

c. LE Staff Performance Evaluations

Incumbent tracks all performance evaluations and Work and Development Plans for LE Staff in Canberra, sending out monthly calls for evaluations and providing forms and basic guidance as required. A track receipt of evaluations, reviews for correct format and admissibility and provides feedback to supervisors. Prepares personnel actions for all eligible LE Staff once evaluation cleared by RHRO.

d. Database Maintenance

Incumbent maintains the LE Staff Canberra Employee portion of the Post Personnel Database. Continually updates information concerning new employees and departing personnel entering changes as they occur (i.e. promotions, WGI's, changes in data element etc.) and statistical information regarding LE Staff (i.e. number of authorized positions, etc.). Ensures all changes are entered in time for the Staffing Pattern to be printed (April and October).

Incumbent maintains the Recruitment tracking sheet for Canberra and ensures that all data is entered in a timely and accurate manner.

SELECTION CRITERIA:

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (HSC or High School diploma) is required. At least 2 years additional coursework (through university studies) or certification (through occupational training facilities) in Human Resources or Business is required.
2. Four years progressively responsible experience in the human resources field is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. General knowledge of local labor laws as it pertains to all areas of employment is required.
5. Must have well developed computer skills with an ability to use Microsoft Office applications is required.

6. Demonstrated organizational skills and the ability to prioritize work is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B), and;

- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS OCTOBER 2, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References